

Chief, Topical Branch, Product Review Division
(GS-16)

Responsible for:

- Managing and directing the activities of the Topical Branch of the Product Review Division which will create and maintain procedures for evaluating community efforts in analysis and production, and establish systems to perform this function effectively.
- Determining and assisting in the development and implementation of ways to improve the community's performance in the area of finished analytical intelligence relating to strategic forces, conventional forces, economic intelligence, scientific and technical intelligence and such other topics as may from time to time be required.
- Assessing the adequacy and timeliness of intelligence reporting, the quality of presentation and analysis, and the responsiveness of the intelligence product to the needs of national-level consumers.
- Playing an active role in the continuing process of refining Key Intelligence Questions and the Key Intelligence Questions Evaluation Process, including service as the central management and coordinating officer (KEP Monitor) for the IC Staff.
- Establishing and implementing a coordinated community effort to improve analytical methods and the quality and acceptability of outside (contract) research.
- Devising ways and means to insure that production resources are adequate to support a timely and quality product output, and to insure that unnecessary production activities are eliminated.
- Assisting the National Intelligence Officers in all matters involving intelligence community affairs.
- Encouraging the formation of closer and more fruitful relationships between producers and collectors of intelligence.
- Supervising the work of intelligence officers in the grade of GS-15.

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